

Lee County High School

INTRO TO DIGITAL TECHNOLOGY

COURSE TITLE	Introduction to Digital Technology	TERM	Yearlong, 2020-2021
TEACHER	Mrs. Mary Champion	ROOM #	311

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COURSE DESCRIPTION

Introduction to Digital Technology is the foundational course for Web & Digital Communications, Programming, Advanced Programming, Information Support & Services, and Network Systems pathways.

This course is designed for high school students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and the business world. Exposure to foundational knowledge in hardware, software, programming, web design, IT support, and networks are all taught in a computer lab with hands-on activities and project-focused tasks. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course.

Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry.

Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. The knowledge and skills taught in this course build upon each other to form a comprehensive introduction to the digital world.

Prerequisites: Introduction to Digital Technology is a course that is appropriate for all high school students. The pre-requisite for this course is advisor approval.

Careers related to this course of study include but are not limited to:

- Web Design
- Computer Service Technician
- Network Engineer
- Network Analyst
- Internet Specialist
- Help Desk Support
- Software Trainer

COURSE CURRICULUM CONTENT

Course Standards

COURSE STANDARDS		UNITS/TOPICS
IT-IDT – 1	Demonstrate employability skills required by business and industry	1. FBLA – leadership development, community service, and employability skills
IT-IDT - 2	Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area.	2. Online safety and digital citizenship
IT-IDT-3	Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive customer relationships.	3. Emerging and future technology
IT-IDT-4	Identify, describe, evaluate, select and use appropriate technology.	4. Hardware and software
IT-IDT-5	Understand, communicate, and adapt to a digital world.	5. Problem solving, flowcharting and algorithms
IT-IDT-6	Explore and explain the basic components of computer networks.	6. Visual programming
IT-IDT-7	Use computational thinking procedures to analyze and solve problems.	7. Employability Skills
IT-IDT-8	Create and organize webpages through the use of a variety of web programming design tools.	8. Information Technology Careers: Programming, Gaming, and Software Development
IT-IDT-9	Design, develop, test and implement programs using visual programming.	9. FBLA – entrepreneurship development, competitive events, professional communication
IT-IDT-10	Describe, analyze, develop and follow policies for managing ethical and legal issues in the business world and in a technology-based society.	10. Operating systems
IT-IDT-11	Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.	11. Customer relationships
		12. Networking basics
		13. Online resources
		14. Web design
		15. Ethics, legal issues, and cyber security
		16. Information Technology Careers: Network Systems, Information Support & Services, and Web & Digital Communications, Computer Forensics

INSTRUCTIONAL MATERIALS AND SUPPLIES

Published Materials	Instructional Supplies
All learning resources will be available through classroom software and other sources on the Internet.	3-ring binder, paper, pen or pencil

EVALUATION AND GRADING

Assignments	Grade Weights

Classwork	Class Assessments	
Projects	Daily Work/Quizzes	30%
Unit Tests		
Quizzes	Summative Assessment	
Final Exam	Projects, Unit Tests	60%
	Work Ethic	10%
	Semester Exam	
	(20% of final grade)	

SEMESTER GRADING STATEMENT

****Grades are semester long (no longer two, 9-week grading periods averaged together)** and based on class participation, class work, homework, tests, quizzes, formative assessments, and any special project that the classroom teacher may assign. This portion will count for 80% of the semester final average. Final exams or an End of Course Milestones Test will be given at the end of each semester and will count 20% of the semester average. See the LCHS Handbook for the semester exam exemption policy.

OTHER INFORMATION

Expectations for Academic Success	Additional Requirements/Resources
<ol style="list-style-type: none"> 1) Complete daily classwork assignments 2) Participate in class discussions and ask questions 3) Participate constructively as a team member 4) Problem solve and accept challenges 5) Challenge yourself to continuously improve 	<ul style="list-style-type: none"> • Acceptable Computer Use Policy

STRATEGIES FOR STUDENT LEARNING

- Instructional matching
- Individual instructional modifications
- Step-by-Step Strategies
- Modeling & Demonstration
- Performance Feedback
- Student 'Talk-Through' Activities
- Periodic Review
- Progress Monitoring

COMPUTER LAB CONSIDERATIONS & CLASS RULES

- No cell phones in classroom.
- No food or drinks are allowed.
- Proper computer use and care is extremely important.
- Computer games are not allowed unless they are a specific part of the curriculum assignment for the day and are tied to the current standard being taught.
- Reconfiguration of the software or hardware is not allowed (this includes changing the desktop image or attempting to use an alternate web browser to get around school network restrictions).
- Unplugging ports or wires are not allowed. In no way should you tamper with another students computer this includes turning it off without permission.
- Destruction of the CPU, Keyboard, mouse, wires, and/or data media will not be tolerated and will be considered a serious offense.
- The printer in Room 102 is to be used for IDT class only.
- Be prompt- by being in your seat and working when the final bell rings.

- Be prepared-by bringing all supplies to every class
- Be polite-by refraining from vulgar or offensive language
- Have permission-before leaving your seat
- Students should have pencil and paper with them daily. Assignments will be a mixture of hand written and computerized.

MAKE-UP WORK

Make-up work is defined as **work assigned during a student's absence, not work assigned prior to an absence**. The student has up to five (5) school days to complete make-up work. Each student is responsible for scheduling and completing all makeup work. Remember, all work must be completed before the end of the grading period.

LATE WORK

Every assignment has a due date. Although we all work at different speeds, due dates are set with that fact in mind. Assignments should be submitted on time and deductions will be made for any late work. **20 points per day may be deducted** for any late assignment. Remember, all work must be completed before the end of the grading period.

RECORDING CONSENT STATEMENT

**Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record a meeting from all participants, including external guests and guests who join late.

END OF PATHWAY ASSESSMENTS

This course is part of the Web and Digital Design, Information Support and Services, Programming, Networking, or Computer Science pathway. During the third course in each of the pathways the End of Pathway Assessment (EOPA) will be given to students who have taken all three courses.

FBLA MEMBERSHIP

Students are encouraged to participate in Future Business Leaders of America (FBLA) as an extension of this course. All students in Business and Computer Science Pathway courses are strongly encouraged to join FBLA, which is the career and technical student organization (CTSO) associated with our classes. FBLA is the oldest and largest CTSO in the US boasting over 230,000 student members. Georgia FBLA has the largest membership in the US with over 22,000 participants. FBLA tools and activities will be utilized during class because it is a co-curricular organization and supported in the GPS standards. Some of these activities will be graded assignments, even if the student is not a member of FBLA. Membership benefits include scholarships, leadership conferences, networking, community service, and competitive events opportunities. FBLA is open to all students on campus.

**Formative assessments include, but are not limited to class work, practice tests, rough drafts, and sections of projects/research papers/presentations.*

**Summative Assessments include, but are not limited to unit tests, final projects, final essays, final research papers, and final presentations.*

Please check and sign below

_____ *I have read the information and I fully understand what I'm expected to do in class.*

Student Signature: _____

Parent / Guardian Signature:

Email/Phone _____
